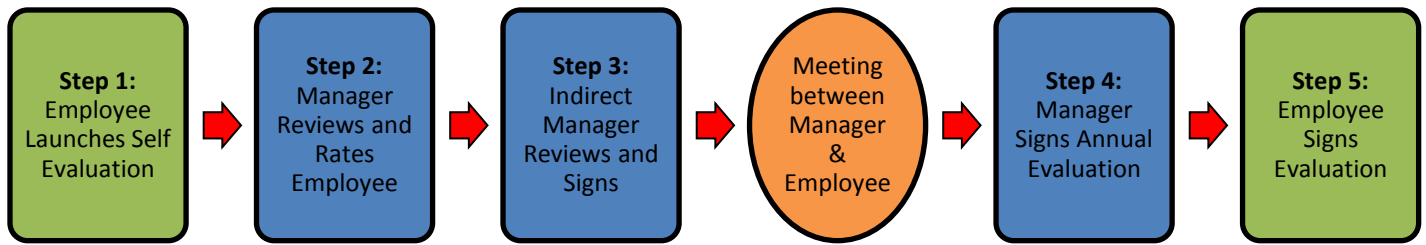


2015-16 ANNUAL PERFORMANCE EVALUATION TASK FOR EMPLOYEES



STEP 1: EMPLOYEE LAUNCHES SELF EVALUATION

1. Click on **MY TASK LIST** from the homepage of the LMS/NCVIP

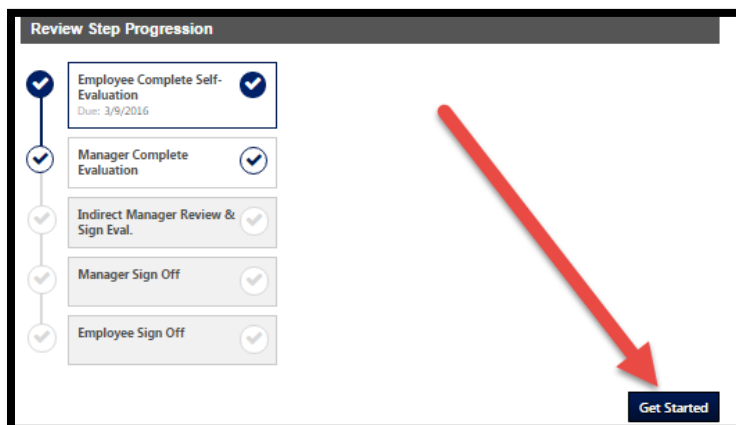


2. Click **COMPLETE YOUR SELF-EVALUATION**

Title	Description
 Complete Your Self-Evaluation	DPS FY 2015 - 2016 Annual Performance Evaluat...

A red arrow points to the 'Complete Your Self-Evaluation' link in the table.

3. Click **GET STARTED**



4. For each goal, the employee self-rates their performance by clicking the drop-down to select the rating (red arrow). Comments to support the rating are entered in the comments box. To see existing comments and attachments on goals that were added prior to the Performance Evaluation, click the drop down and select the appropriate option (yellow highlight).

***Goal Rating Section**
Rate each individual goal using the rating scale provided below. If the employee has been assigned these goals for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments.

(3) - Exceeds Expectations: Performance consistently exceeds documented goals and/or objectives. Employee consistently does work going far beyond what is expected in terms such as quantity, quality, timeliness, or performance. (Performance rating of "Exceeds Expectations" is required for a "Highly Effective" overall performance rating.)

Click here to review existing goal comments and attachments

DPS4>CORR ADM SERV MGR>BUDGET AND FISCAL OPERATIONS

Manage All Fiscal Operations at a Large Prison Facility

Progress: 50%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 25 %

Select

✓ Select

1 - Does Not Meet Expectations

2 - Meets Expectations

3 - Exceeds Expectations

N/A - Insufficient Time to Evaluate or LOA

Add supporting summary comments if needed.

Goals Page Comments

Goals Page Attachments

5. After self-rating each goal, scroll down and select **SAVE AND CONTINUE**
6. The employee self-rates each value and provides any supporting comments. If comments to the DPS Values Goal in Step 4 above were added, simply reference those comments by adding "See Values Goal" in the comments section.

Accountability

Accepts full responsibility for oneself and for one's contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the agency and state, to maintain the public's trust.

Select

✓ Select

1 - Does Not Meet Expectations

2 - Meets Expectations

3 - Exceeds Expectations

N/A - Insufficient Time to Evaluate/ LOA

Add supporting summary comments if needed

Click here to review the value defined at all 3 rating levels.

7. After rating each value, scroll to the bottom and select **SAVE AND CONTINUE**.

Back Save and Exit Save and Continue Submit

8. Review the Employee Self-Rating summary and click **SUBMIT**.

Summary	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.7/3.0 3 - Exceeds Expectations	-
*Organizational Values Rating Section	2.3/3.0 2 - Meets Expectations	-
Overall	2.5/3.0 2 - Meets Expectations	-

9. Submission is verified by clicking **SUBMIT**.

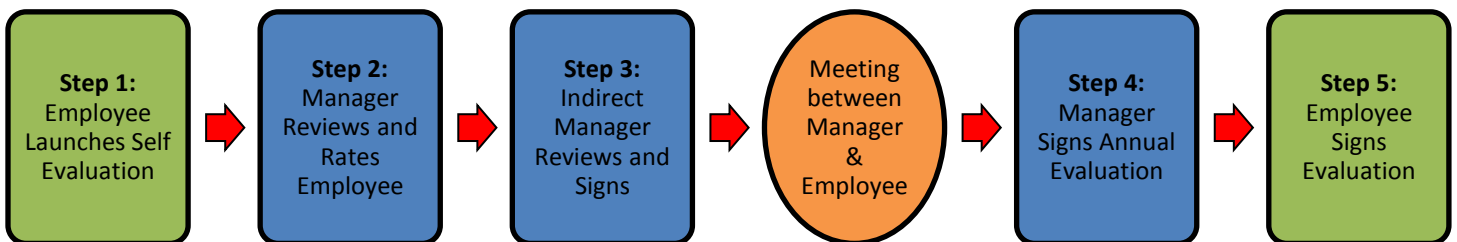
Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

The annual evaluation advances to employee's manager as listed in Beacon.

The annual evaluation will then follow the workflow below. It will return to the employee for signature at Step 5.



STEP 5: EMPLOYEE SIGNS ANNUAL EVALUATION

10. Upon clicking the **MY TASK LIST** from the LMS/NCVIP homepage, select **COMPLETE YOUR SELF EVALUATION**.

11. Click **GET STARTED**

12. Review the comments and self-rating (employee's in yellow highlight below), the manager's rating and comments (orange highlight below), and the indirect manager's comments (blue highlighted below). Select **NEXT** on both the goals and values pages.

DPS4> CORR ADM SERV MGR> BUDGET AND FISCAL OPERATIONS

Manage All Fiscal Operations at a Large Prison Facility

Progress: 50%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 35 %

2 - Meets Expecta...

SHOW LESS ↑

(Indirect Manager) Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 12:17 PM
Agreed.

(Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 11:09 AM
Our location did not have any deficiencies, or delinquencies noted during the audit in January 2016. This is due to the diligence with which you complete your work and the processes you have put in place within our unit.

(Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 10:27 AM
I completed all entry of receipts within required timeframes and within policy requirements. There were no issues, deficiencies, or delinquencies noted during the audit in January 2016.

13. Review the overall rating (yellow highlight below).

Note: The calculation of the overall rating is based solely on the manager's rating.

Summary

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.8/3.0 3 - Exceeds Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.7/3.0 3 - Exceeds Expectations	2.0/3.0 2 - Meets Expectations
Overall ⓘ	2.8/3.0 3 - Exceeds Expectations	2.0/3.0 2 - Meets Expectations

Back Next

After reviewing, select **NEXT**.

14. Review the summary comments added by the manager (orange highlight) and the indirect manager (blue highlight). Complete the signature of the Annual Evaluation by adding any comments (1), selecting the Acknowledgement box (2), Electronically signing (3), and Submitting (4).

Sign Off/Approve (APE)

Electronic Signature Agreement:

By clicking the acknowledge check box and the "Sign" button, you are signing this electronically, as your name appears in the REACON system. You also agree that you have had an opportunity to review the entire document before clicking the button.

Self

2 ☐ I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign **3**

Manager

Date: 3/15/2016

Indirect Manager

Date: 3/15/2016

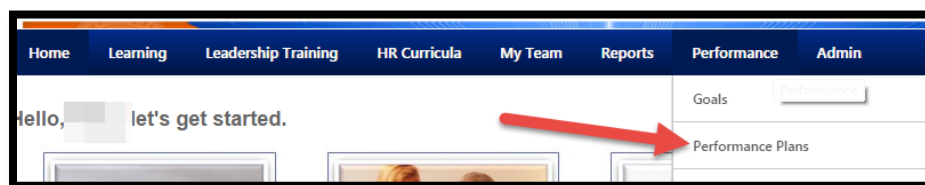
1 Any comments can be entered here

(Manager) Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 12:59 PM
Thanks for your hard work and commitment to your job.

(Indirect Manager) Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 12:38 PM
Agreed. Thanks for the good work!

Back Save and Exit **Submit** **4**

15. The Annual Evaluation will now be complete. The employee can locate the PDF of the Annual Evaluation by going to **PERFORMANCE** then **PERFORMANCE PLANS** from the main page.



16. Click on the **MY PERSONAL REVIEWS** tab. All documents for the current cycle are visible here. Simply click on the document. It will open as a PDF document.

Performance Reviews

My Assigned Reviews **My Personal Reviews**

Review	Review Period	Start Date	Completion Date	Task Status	Rating
DPS FY 2015 - 2016 Performance Plan	7/1/2015 - 6/30/2016	11/2/2015	11/2/2015	Complete	N/A
DPS FY 2015-2016 Interim Review	7/1/2015 - 6/30/2016	1/1/2016	N/A	In Progress	---
Performance Evaluation for FY 2015 - 2016 (DPS-APE)	7/1/2015 - 6/30/2016	2/15/2016	3/15/2016	Complete	2.0 / 3.0 - 2 - Meets Expectations